**Report Layout**

1. **Project Title**: The title of the project as specified in the project’s proposal.
2. **Table of Contents**: This should list all sections of the report with page numbers. If subsections are used, they should be differentiated from main sections by using taps. An example of a typical layout of a table of contents is given below.

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| Table of Contents   1. **Introduction1** 2. **Background Research4**    1. Computer Generations5   2.1.1 First Generation of Computers6 |

1. **Summary**: This should consist of no more than two paragraphs briefly describing the project’s aims and objectives as well as the proposed solution and its merits.
2. **Introduction**: This should provide an introduction to the project including a brief description of the problem which must be solved, why such a solution is needed, who will use it and how it will be used.
3. **Literature Review (Background Research)**: This section should include research which investigates the background of the problem and a review of what attempts have been made by others to solve it, the advantages and disadvantages of these methods, as well as a review of products available in the market if applicable. Part of the research might also include field trips to relevant industry, and seeking advice from experts in the field.
4. **Design Specifications and Construction**: This is the main body of the report. It should start by explaining in details the problem which needs to be solved. Next, it should investigate the possibility of different solutions and the advantages and disadvantages of each. This part should be informed by the background research done in the previous step. Then the best design should be selected and the reasons behind this choice should be clearly explained. This section should include technical language and specifications such as sensors used, CAD designs, results of software simulations, data from testing etc. However, remember that your report may be read by anyone from student colleagues to teachers, panel members, engineers from the industry, exhibition visitors etc, so it is important to only include in this section information which can be understood by the main readership of your report. Technical data such as datasheets, software programmes etc **should not** be included in this section (these should be included in the Appendix as explained below).
5. **Conclusion**: This section gives the main conclusions of the project as well as suggestions of improvements which can be done in the future.
6. **References**: List of all reference material used in researching the problem and designing the proposed solution.
7. **Appendix**: This section is mainly for the benefit of those who are interested in the technical specifications of your design, such as students who would like to do similar projects, or panel members who will be evaluating your project. Therefore, this section should include all technical material that is relevant to the design but can only be understood by specialists in the field. Examples of such material include datasheets, detailed CAD and software drawings and simulations, software programmes, standards, health and safety regulations etc.